

# **North Dakota Department of Health**

## **EMS Instructor / Coordinator**

### **Handbook**



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## **INTRODUCTION**

This manual has been prepared by the North Dakota Department of Health, Division of Emergency Medical Systems (DEMS). It describes the administrative details associated with conducting an EMS provider course. It is intended to serve as a resource for Emergency Medical Services course instructors/coordinators.

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## **REGISTERING A PROGRAM WITH NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS (NREMT)**

In order to conduct initial training (emergency medical responder (EMR), emergency medical technician (EMT), advanced emergency medical technician (AEMT)) you will need to register your program on the NREMT website. This process only needs to be completed one time and not for each course. This is the program your students will enter when creating an initial entry application and you will use to verify your students have successfully completed their course prior to them receiving authorization to test.

To register your program, go to the NREMT website and follow the instructions on the website. It is suggested that you register your program immediately in order to prevent delays in candidate testing.

Once you obtain approval of your program you must remember your login information. If you lose or forget your password, you will need to contact the NREMT in order to obtain a new one.

**Refer to Appendix A for complete instructions on how to register your program.**

## **REGISTERING A STUDENT WITH NREMT**

Candidates that attend a training course also need to register on the National Registry website in order to complete the testing process. They will register under your program number that contains your six digit state ID number. It is suggested that students do this as soon as possible to prevent further delays.

**Candidates are required to have an NREMT application ID number prior to registering for a North Dakota (ND) psychomotor skills test site.**

Prior to cognitive testing you will need to login to your program and approve these candidates for testing. A candidate will not be allowed to take the cognitive examination without approval. It is the instructor's discretion whether or not a candidate is ready for testing – do not authorize a student if he/she is not qualified to test.

**Refer to Appendix B for complete instructions on how to register a candidate for testing.**

### **Cognitive Testing**

Once a candidate is approved for testing and all fees have been paid, he/she will receive an “authorization to test (ATT) number”. The candidate must log in to the NREMT website and find the ATT number listed. The candidate will then be required to schedule the exam through Pearson Vue either via their website or the toll-free number. The candidate may access the Pearson Vue website to check available test sites and choose what city to take the examination. It is not required that the exam be taken in North Dakota but may be taken at any Pearson Vue test site that offers NREMT cognitive examinations. The examination will be scheduled at the candidate's time preference, but the candidate must arrive promptly for testing.

**The ATT number will only be valid for up to 90 days from the date of issuance and no refunds will be given by the NREMT for students who fail to schedule or take their exam prior to the expiration of their ATT number.**

The candidate will have the ability to check his/her results through the NREMT website after 24 hours of taking the exam. The results will be reported to the candidate as a “pass or fail”. No percentages will be given. If the candidate fails the exam, he/she will receive instruction on how to schedule another exam. The candidate will be required to wait two weeks before registering for another exam.

The candidate is allowed three (3) attempts at the cognitive examination before remedial training is required. If the candidate fails the examination three (3) times, the instructor must login and approve the candidate again upon completion of remedial training. A total of six (6) attempts are allowed at any level before the candidate is required to attend another complete course.

**Refer to Appendix G for the NREMT ATT Policy.**

### **Psychomotor Skills Testing**

EMT candidates are allowed two (2) full attempts to pass the psychomotor skills examination (one "full attempt" is defined as completing all skills and two retesting opportunities if so entitled).

Candidates who fail a full attempt or any portion of a second retest must have remedial training for all skills before starting the next full attempt of the psychomotor skills examination and re-examining over all stations. All other requirements for National Certification must be fulfilled.

Should a candidate fail the second full and final attempt of the psychomotor skills examination, the candidate must complete a new, state-approved EMT training program.

At the **EMT level**, students may fail no more than three (3) stations at any one test site. The candidate may retest those failed stations one time on the same day at the discretion of the test site coordinator. If a candidate fails four (4) or more stations, the candidate must retest all stations at a later date.

#### **EMT Skills include:**

- Patient assessment management - trauma;
- Patient assessment management - medical;
- Cardiac arrest management/automated external defibrillator;
- Spinal immobilization (Supine Patient)
- Bag valve mask ventilation of an Apneic Adult Patient
- Oxygen Administration by Non-rebreather Mask
- One of the following random skills chosen by the department:
  - Long bone immobilization;
  - Joint dislocation immobilization;
  - Bleeding control and shock management;
  - Spinal Immobilization (Seated Patient)

Skills sheets and the EMT Exam Manual can be found on the NREMT website.

For Initial **AEMT** Psychomotor Testing Policies please refer to the NREMT website or Advanced Level Exam Coordinator Manual.

AEMT Skills include:

- Patient Assessment-Trauma
- Patient Assessment-Medical
- Supraglottic Airway Device
- Cardiac Arrest/AED
- IV Therapy
- IV Bolus Medications
- Pediatric Intraosseous Infusion
- Pediatric Respiratory Compromise
- Spinal Immobilization
- One of the following random skills chosen by the NREMT:
  - Spinal Immobilization (Seated Patient)
  - Bleeding Control/Shock Management
  - Long Bone Immobilization
  - Joint Immobilization

## **COURSE CURRICULUM**

The curriculum shall be the most recent edition of the National EMS Education Standards published by the US Department of Transportation, National Highway Traffic Safety Administration, Washington DC and must be approved by the department **at least two weeks prior to the start of the course**. Textbooks must be approved by DEMS.

## **Initial Primary Certifications – Course Length**

\*Please note the hours are just an approximate range. Competency of each student trumps hours spent in the course.

Emergency Medical Responder (EMR)	40-60 hours
Emergency Medical Technician (EMT)	140-160 hours
Patient Contacts (Minimum)	5
Advanced Emergency Medical Technician (AEMT)	140-160 hours
Patient Contact (Minimum)	10

## **Enhancement Courses – Course Length**

Skill	Provider Level	Hours
Limited Advanced Airway	EMT	4
Nebulized Medications	EMT	4
IV Maintenance	EMT	3

## **CERTIFICATION LEVELS**

### **EMERGENCY MEDICAL RESPONDER (EMR)**

State Licensed EMR: The minimum age to become a state licensed EMR is 16 years; however, consideration should be given to the maturity of the underage person with the understanding that he or she may be called upon to make difficult decisions in the field.

The EMR student must:

- Attend a state-approved EMR course.
- Pass a local practical and written test. The written test can either be provided by DEMS or designed by the course coordinator. Passing score for the written test is a minimum of 70% and have at least 100 items. Psychomotor skills examination must consist of three stations that include a trauma assessment, medical assessment, and CPR/AED. **Refer to Appendix E for the EMR Test Request form from DEMS.**
- Be current in the American Heart Association's Healthcare Provider Cardiopulmonary Resuscitation (CPR) with Automated External Defibrillator (AED) or its equivalent.

Certification of State Licensed EMR is good for two years and expires on June 30.

Re-licensure: State licensed EMRs need to complete the appropriate re-licensure hour requirements and submit those hours on the DEMS education report with an EMS registration form **after** January 1 and **before** June 30 of the year they expire.

A re-licensure letter will be sent from DEMS approximately one month prior to expiration.

**Refer to Appendix C for recertification hour requirements**

The EMR must submit an EMS Registration and a continuing education report in order to become re-licensed. The most current forms are available for download on the DEMS website.

Nationally Registered EMR: There is no age limit to become a Nationally Registered EMR. However, consideration should be given to the maturity of the underage person with the understanding that he or she may be called upon to make difficult decisions in the field. Becoming Nationally Registered as an EMR is voluntary in North Dakota and in order to become licensed the individual must be at least 16 years of age.

The EMR student must:

- Attend a state-approved EMR course.
- Pass a local practical exam. Results for this practical exam must be submitted to the DEMS office.
- Pass a National Registry EMR cognitive exam. Passing for this test is rated as a "pass or fail", not percentage.
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent.
- Submit a completed EMS registration form to DEMS upon successful completion of the National Registry cognitive and state local psychomotor exam.

The proper paperwork should be requested from DEMS by marking the appropriate boxes on the course authorization request form. The cognitive examination given by the National Registry is conducted through Pearson Vue Test Centers.

The North Dakota license expiration date for Nationally Registered EMRs is September 30.

**Re-licensure:** The Nationally Registered EMR will receive a recertification notification from the National Registry as well as a reminder letter from DEMS prior to their expiration date.

The Nationally Registered EMR must complete the same recertification hour requirements as the state licensed EMR, however, the National Registry EMR will use National Registry submission procedures.

No further continuing education is required at the Nationally Registered Emergency Medical Responder level.

Upon receipt of a new National Registry card, the EMR is responsible for sending an EMS Registration form to DEMS to receive State licensure.

Advanced First Aid – Ambulance (AFA-A): American Red Cross Advanced First Aid Courses are no longer accepted for primary training courses. However, anyone certified at the AFA-A level prior to January 1, 1992 is qualified as a primary care provider in a Basic Life Support (BLS) Ambulance.

Recertification: AFA-As must recertify every three years. They will receive a recertification letter from DEMS prior to their expiration date.

Those certified at the AFA-A level must:

- Complete EMT educational requirements every three years.
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent.

**Please note that these are the current rules with AFA-A as of July 2019 and changes are being proposed.**

State EMT (Under 18): Licensure as a State EMT is available to candidates under the age of 18. A North Dakota licensed EMT may be no younger than 16 years of age at the time of initial licensure.

The State EMT student must:

- Complete a state approved EMT initial course with a minimum of five patient contacts.
- Pass a state practical exam.
- Pass the National Registry EMT cognitive **assessment** exam. **(When creating an initial entry application with the NREMT the applicant must select EMT assessment)**
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent.



- Apply for State EMT licensure with North Dakota upon successful completion of psychomotor and cognitive assessment testing.

A State EMT may request to have their initial test scored for National Registry status under the following conditions:

- The State EMT turns 18 within one year of taking the NREMT assessment exam; the EMT must contact the NREMT prior to the test results expiring (one year after the exam)
- Submit a fee of \$35 to the NREMT.

The State EMT will NOT be required to take the exam over if this process is followed and the EMT has been active since certification.

The EMT must contact DEMS to inform them of the situation and request practical exam verification for NREMT.

State EMT certification is good for two years and expires on June 30.

Re-licensure: State licensed EMT's need to complete the EMT recertification hour requirements and submit those hours on the DEMS education report with an EMS registration form **after** January 1 and **before** June 30 of the year they expire.

A re-licensure letter will be sent from DEMS approximately one month prior to expiration.

### **Refer to Appendix C for recertification hour requirements**

A State EMT must complete all of the following:

- Complete EMT educational requirements every two years.
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent.

**Note: State EMT's must become Nationally Registered once they turn 18. Recertification options are available because of situations in which an 18<sup>th</sup> birthday and an expiration date may be very close together with little or no time to complete the National Registry certification prior to expiration. No person should ever have to recertify at the State EMT level more than 1 time.**

EMT: Certification as a Nationally Registered EMT is available to candidates 18 and older.

The EMT student must:

- Complete a state approved EMT Initial course with a minimum of five patient contacts.
- Pass a State Practical exam.
- Pass the National Registry EMT cognitive exam.
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent.

Upon successful certification by the National Registry of EMT's an EMT may apply for state licensure. Licensure is obtained by completing an EMS Registration form and submitting it to DEMS.

EMT licensure is good for a two year period and expires on June 30 of the year of their NREMT expiration.

Recertification and Re-licensure: NREMT certification is good for a two year period and expires on March 31. An EMT will receive a recertification notification from the National Registry as well as a re-licensure letter from DEMS prior to their expiration date.

### **Refer to Appendix C for recertification hour requirements**

The EMT must:

- Complete the National, Local and Individual Core Competency Requirements every 2 years.
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent.

Upon completion of the required continuing education and the National Registry recertification the EMT is responsible for sending a completed EMS Registration form to DEMS to receive State Licensure.

Recertification by Examination: Within six months of their expiration date a Nationally Registered EMT may choose to forego the continuing education requirements and take the cognitive examination offered by the National Registry. This option is available for one attempt per certification period. If the candidate fails the attempt, he/she will be required to complete all continuing education requirements for recertification before the deadline of March 31 of their expiration year.

- Steps for recertification by examination:
  - Login to your National Registry account. Complete a Recertification by Exam application and pay the exam fee.
  - After 24-48 hours, login to your National Registry account and print your Authorization to Test (ATT) letter. Follow the directions in the letter to schedule your exam.
  - You may make one attempt to take and pass the exam between April 1 (one year prior to your current expiration date) and March 31 (your expiration date). A cognitive competency by exam form will become available through your National Registry account upon successful completion of the exam.
  - Return your completed cognitive competency by exam form by March 31 with signatures and supporting documentation. All other recertification requirements (including criminal conviction statement, verification of skills, etc.) must still be met and verified.

### **Enhancement modules available for EMR AFA-A, EMT:**

- **Bronchodialator / Nebulizer Administration**
  - Student prerequisite licensure: A student must be licensed as an emergency medical technician or its equivalent.
  - Curriculum: The course curriculum must be the general pharmacology and the respiratory emergencies sections of the curriculum issued by the United States department of transportation, national highway traffic safety administration, for emergency medical technicians-basic, in the edition specified by the department, or its equivalent.
  - Course coordinator: The course coordinator must be licensed by the department as an emergency medical services instructor or continuing education coordinator and be licensed as a paramedic or its equivalent.
  - Testing: The student must correctly answer at least seventy percent of the questions on a written examination and pass a practical examination specified by the department.
  - Certification: The department shall issue a certification to persons who have completed an authorized course and passed the testing process.
- **Limited Advanced Airway**
  - Student prerequisite licensure: A student must be licensed as an emergency medical technician or its equivalent.
  - Curriculum: The course curriculum must be that issued by the department entitled "Limited Advanced Airway Module".
  - Course coordinator: The course coordinator must be licensed as an emergency medical services instructor or continuing education coordinator and must be currently licensed as a paramedic or its equivalent.
  - Testing: The student must correctly answer at least seventy percent of the questions on a written examination and pass a practical examination specified by the department.
  - Certification: The department shall issue a certification to persons who have completed an authorized course and passed the testing process.
- **IV Maintenance**
  - Student prerequisite licensure: A student must be licensed as an emergency medical technician or its equivalent.
  - Curriculum: The course curriculum must be that issued by the department entitled "EMT IV Maintenance Module".
  - Course coordinator: The course coordinator must be licensed by the department as an emergency medical services instructor or continuing education coordinator, and currently certified in intravenous therapy maintenance, or its equivalent.
  - Testing. The student must correctly answer at least seventy percent of the questions on a written examination specified by the department and pass all portions of a practical examination specified by the department. The practical examination must consist of performing intravenous maintenance skills on a mannequin.
  - Certification: The department shall issue a certification to persons who have completed an authorized course and passed the testing process.

- **Injectable Epinephrine**
  - Student prerequisite licensure: A student must be licensed as an emergency medical responder.
  - Curriculum: The course curriculum must be that issued by the department entitled “Injectable Epinephrine/Adrenaline Enhanced Module”.
  - Course coordinator: The medical director will choose the appropriate knowledgeable instructor for this enhanced skill module (MD, Advanced Practice Provider, RN or NRP).
  - Testing: The student must correctly answer at least seventy percent of the questions on a written examination and pass a practical examination specified by the department
  - Certification: The department shall issue a certification to persons who have completed an authorized course and passed the testing process.

**Each enhanced skill is good for a two-year period of time but is dependent on their EMT or AFA-A license being current.**

## **AEMT**

Certification as a Nationally Registered AEMT is available to candidates 18 and older.

The AEMT student must:

- Be a current State EMT or National Registry EMT
- Complete a state approved AEMT initial course with a minimum of ten patient contacts
- Pass a National Registry advanced level practical exam
- Pass the National Registry AEMT cognitive exam
- Be current in the American Heart Association’s Healthcare Provider CPR with AED or its equivalent

Upon successful certification by the National Registry of EMT’s an AEMT may apply for state licensure. To become licensed to work in North Dakota as an AEMT, the candidate must:

- Complete an ALS license application. This application must be signed by each medical director under which the AEMT will be working. More than one form may be required if the provider works for more than one service.
- Be affiliated with a service that provides this level of care.
- Be current in the American Heart Association’s Healthcare Provider CPR with AED or its equivalent
- Submit the license application to DEMS.

AEMT Licensure is good for two years and expires on June 30 of the year of their National Registry expiration.

Recertification and Re-licensure: NREMT certification is good for a two year period and expires on March 31. A Nationally Registered AEMT will receive a recertification notification from the National Registry as well as a re-licensure letter from DEMS prior to their expiration date. The AEMT must remain Nationally Registered in order to be licensed in North Dakota.

### **Refer to Appendix C for recertification hour requirements.**

Upon completion of National Registry recertification and receipt of a new National Registry card, the AEMT is responsible for sending a completed ALS License Application form to DEMS to receive State Licensure.

Recertification by Examination: Within six months of their expiration date a Nationally Registered AEMT may choose to forego the continuing education requirements and take the cognitive examination offered by the National Registry. This option is available for one attempt per certification period. If the candidate fails the attempt, he/she will be required to complete all continuing education recertification requirements before the deadline of March 31 of their expiration year.

- Steps for recertification by examination:
  - Login to your National Registry account. Complete a Recertification by Exam application and pay the exam fee.
  - After 24-48 hours, login to your National Registry account and print your Authorization to Test (ATT) letter. Follow the directions in the letter to schedule your exam.
  - You may make one attempt to take and pass the exam between April 1 (one year prior to your current expiration date) and March 31 (your expiration date). A cognitive competency by exam form will become available through your National Registry account upon successful completion of the exam.
  - Return your completed cognitive competency by exam form by March 31 with signatures and supporting documentation. All other recertification requirements (including criminal conviction statement, verification of skills, etc.) must still be met and verified.

### **PARAMEDIC**

Licensure as a Nationally Registered paramedic is available to candidates 18 (at the time of testing) and older who are currently a state EMT or a Nationally Registered EMT or equivalent and complete a paramedic program that holds CAAHEP accreditation or a letter of review in compliance with COAEMSP.

To become licensed to work in North Dakota as a paramedic, the candidate must:

- Complete an ALS license application. This application must be signed by each medical director under which the paramedic will be working. More than one form may be required if the provider works for more than one service.
- Be affiliated with a service that provides this level of care.
- Be current in the American Heart Association's Healthcare Provider CPR with AED or its equivalent and American Heart Association's Advanced Cardiac Life Support.
- Submit the ALS license application to DEMS.

Licensure is good for two years and expires on June 30 of the year of their National Registry expiration.

Recertification and re-licensure: NREMT certification is good for a two-year period and expires on March 31. A Nationally Registered paramedic will receive a recertification notification from the National Registry as well as a re-licensure letter from DEMS prior to their expiration date. The paramedic must remain Nationally Registered in order to be licensed in North Dakota.

**Refer to Appendix C for recertification hour requirements**

The paramedic must:

- Complete paramedic educational requirements
- Maintain approved CPR healthcare provider training requirements
- Maintain advanced cardiac life support training
- Submit the ALS license application to DEMS.

Recertification by Examination: Within six months of their expiration date a Nationally Registered paramedic may choose to forego the continuing education requirements and take the cognitive examination offered by the National Registry. This option is available for one attempt per certification period. If the candidate fails the attempt, he/she will be required to complete all continuing education recertification requirements before the deadline of March 31 of their expiration year.

- Steps for recertification by examination:
  - Login to your National Registry account. Complete a Recertification by Exam application and pay the exam fee.
  - After 24-48 hours, login to your National Registry account and print your Authorization to Test (ATT) letter. Follow the directions in the letter to schedule your exam.
  - You may make one attempt to take and pass the exam between April 1 (one year prior to your current expiration date) and March 31 (your expiration date). A cognitive competency by exam form will become available through your National Registry account upon successful completion of the exam.
  - Return your completed cognitive competency by exam form by March 31 with signatures and supporting documentation. All other recertification requirements (including criminal conviction statement, verification of skills, etc.) must still be met and verified.

Upon completion of National Registry recertification and receipt of a new National Registry card, the paramedic is responsible for sending a newly completed ALS license application form for each service they are affiliated with to DEMS to receive state licensure.

## **COURSE AUTHORIZATION**

Prior to conducting any of the courses listed on page 6, a course authorization request must be completed in its entirety and submitted to DEMS **at least two weeks prior to the scheduled start date of the class. If this is not done, the class will not be recognized by the State of North Dakota.** Incorrect or incomplete forms will be returned to the coordinator for correction. Upon

receipt by DEMS, the request will be reviewed, the course will be approved or denied, and authorization and / or requested supplies will be sent to the instructor/coordinator listed. DEMS will assign a course authorization number to all primary training courses. This course authorization number will be required on all paperwork related to this course, including test applications and rosters. Without the course authorization number, the candidate will not be allowed to test and/or the roster will not be processed.

A completed roster is required to be submitted within five business days of course completion for the following courses: EVOC, EVOC Refresher, Instructor / Coordinator, Instructor / Coordinator Refresher, Emergency Medical Dispatch, Emergency Medical Dispatch Refresher, and Emergency Medical Responder. Instructors that consistently submit their class rosters late may have disciplinary actions taken against their licensure.

A completed roster/physician preceptor form is required within five business days of course completion for the enhanced skills, which includes the following courses: limited advanced airway, nebulized medications, IV maintenance and injectable epinephrine. Instructors that consistently submit their class rosters/physician preceptor forms late may have disciplinary actions taken against their licensure.

**Licensed Training Institutions should consult the *EMS Training Institution Guidebook*.**

## **COURSE TEXTBOOKS**

There are many publishers that print quality EMS textbooks. The course coordinator is responsible for choosing the appropriate textbook that follows the DOT curriculum for the class being instructed. Textbooks need to be approved by DEMS.

Each course authorization request contains a checklist of available supplies for that particular course. **One** copy of each checked item will be sent to the course coordinator. If nothing is checked on this list, no supplies will be sent.

## **FORMS AND TERMINOLOGY**

**Refer to Appendix E for current forms at the time this manual was printed.**

Since rules and policies change, it is recommended that an instructor download the most current forms from the DEMS website.

### **COURSE AUTHORIZATION REQUEST:**

Course authorization request forms must be completed and submitted to DEMS a minimum of two weeks prior to the scheduled start date of the course. Be aware that there are different request forms for different classes. To be sure to always use the most current form, it is recommended to print the current form from the DEMS website each time.

### **COURSE AUTHORIZATION:**

This is the letter that that will be sent from DEMS upon authorization of your course for primary courses. This will be accompanied by the supplies requested on the course authorization request for

teaching the course. This letter will also contain your **course authorization number**. This number **MUST** be on all correspondence for the course, including rosters and testing applications. Enhanced skill courses will not have a course authorization letter or number, instead you will receive any materials requested. If you did not request any materials, you may assume the course is approved. You will be contacted by DEMS if the course is denied or if clarification is needed prior to approving the course.

**HOSPITAL ADMINISTRATIVE SUPPORT CONTRACT (advanced level only):**

This contract assures that arrangements have been made with a hospital or clinic to conduct the clinical rotation portion of the course. Hospital or clinical rotations are optional at the BLS level.

**ALS AMBULANCE SERVICE SUPPORT CONTRACT (advanced level only):**

This contract assures that arrangements have been made with an ALS ambulance service for this portion of the training. This is required in advanced level EMT training only. In the EMT course, a BLS licensed ambulance may be used.

**MEDICAL DIRECTOR AGREEMENT (advanced level only):**

This identifies the physician medical director that is responsible for course content, instructor supervision, and student supervision.

**COURSE ROSTER/PHYSICIAN AUTHORIZATION:**

This form must be submitted to DEMS along with an EMS registration form for each student within five business days of course completion for the following courses: EVOC, EVOC Refresher, Instructor/Coordinator, Instructor/Coordinator Refresher, Emergency Medical Dispatch, Emergency Medical Dispatch Refresher and Emergency Medical Responder. This form lists the students attending the course, their state ID number (if they already have one) and other pertinent information for updating their certifications. This form must be signed by the instructor and **MUST** have the course authorization number listed.

This form must be submitted to DEMS for all enhanced skills courses within five business days of course completion and must be signed by the appropriate physician medical director. EMS registration forms are not necessary for enhanced skill rosters. Course authorization numbers are not given for enhanced skills and are therefore not necessary on the roster.

A roster must be sent for each course completed; do not combine multiple classes on one roster, i.e. enhanced skills.

**EMS REGISTRATION FORM:**

A completed EMS registration form must be submitted to DEMS in the following situations:

1. Within the first week of a primary training course. (EMR, EMT, AEMT, and Paramedic). The instructor/coordinator is responsible for making sure the forms are complete and include the correct course authorization number. All student EMS registration forms should be submitted as a class. DEMS will then provide a list of state ID numbers to be used for testing applications and rosters.



- a) If a student affirms a felony charge or conviction, or an encumbrance of another health care certification or license, official documentation concerning the situation must be submitted to DEMS for evaluation. A student in this situation may not be eligible to take the National Registry exam or gain state licensure or certification. It is the responsibility of the instructor to ask for this information from the student early in the process.
2. Following an initial EVOC, Auto Extrication, EMD, or IC/CEC course. EMS registration forms for students who successfully completed the course should accompany the course roster.
3. To license or re-license at the EMT level.
4. To re-license at the emergency medical responder, AFA-A and state EMT levels, an EMS registration form must accompany the continuing education report that is available on the DEMS website.
5. The person has a change of address or any other personal information.
6. The person has a change/addition of EMS affiliation.
7. Any current AEMT or paramedic entering a primary initial course as a student.

#### **ALS LICENSE APPLICATION (AEMT paramedic)**

This form must be completed by the AEMT or paramedic and signed by the medical director that the AEMT or paramedic will be working under. This form must be received by DEMS in order for an AEMT or paramedic to receive North Dakota licensure to work. A different license application is required for each EMS agency the person works for.

#### **CONTINUING EDUCATION REPORT (Non-nationally Registered EMR, EMT, and AFA-A)**

This form is to be completed and submitted showing all recertification hours during a two-year certification period. The form must be submitted **with** an EMS registration form. **Forms submitted prior to January 1 of the year of expiration will not be accepted.**

#### **WRITTEN TEST REQUEST FORM**

This form must be completed and received by DEMS **at least two weeks in advance** when requesting the EMR final exam.

#### **PRACTICAL EXAM SITES**

National Registry and State practical exams will be conducted at various times and locations each year. These test sites are conducted by North Dakota licensed EMS training institutions and are approved by DEMS and will follow the NREMT policies set forth in the NREMT basic and advanced level examination procedural manual. Only persons who have completed a state or licensed training institution authorized EMS course will be eligible for the testing and certification process unless prior arrangement have been approved by DEMS. **All requests for testing and associated practical fees MUST BE in by the deadline date the sponsoring institution sets forth or the candidate will not be allowed to test on the requested date.** Practical test fees and allowed forms of payment are determined by each local test site.

The application for practical testing must be completed in the manner prescribed by the local test site prior to the deadline. **If the candidate does not have a six-digit state ID number and an NREMT initial entry application ID number, they will not be considered eligible for the practical exam. If the student shows up to the practical test site in hopes that they will be allowed to test anyway, they will be dismissed from the test site.**

North Dakota cannot accept EMT candidates for practical testing that attended a course that was not authorized by DEMS (ex. out of state). Applications from out of state advanced level candidates may be accepted.

Psychomotor exam schedules throughout North Dakota will be made available on the DEMS website and will reflect available testing sites approximately two years in advance.

Cognitive examinations are not offered at the practical test sites. All cognitive examinations are completed through a Pearson Vue Test Center. Please visit the DEMS website for a list of most current NREMT Pearson Vue locations in North Dakota.

**Refer to Appendix F for current EMS practical test schedule and NREMT Pearson Vue test location in North Dakota.**

## **INSTRUCTOR QUALIFICATIONS**

An individual must be at least eighteen years of age and certified or licensed for at least two years as a patient care provider at the level the individual will instruct. DEMS will issue initial licensure for a two-year period of time to persons who have successfully completed an authorized Instructor Coordinator course. Instructor coordinator certification is dependent on current state licensure as an EMS provider. Each course is required to have a state licensed EMS instructor that is certified or licensed at or above the level they are instructing. The course coordinator and the physician medical director shall obtain instructors who are qualified as indicated in the curriculum. However, a state licensed EMS instructor is responsible for the material delivered and to determine competency of the candidate prior to testing. A pass rate of at least seventy percent must be maintained by the coordinator at all times. The instructor must also conduct (as the course coordinator or primary instructor) at least one primary education class every two years and attend a DEMS approved instructor coordinator refresher during their two year licensure period in order to be eligible for re-licensure.

## **STUDENT QUALIFICATIONS**

- The student must be at least 18 years of age in order to become Nationally Registered. The student may take the EMT course and become state certified if under 18 years of age and at least 16 at the time of testing. The state certified EMT must become Nationally Registered upon turning 18.
- If the student has been charged or convicted of a felony, prior approval must be obtained from DEMS to admit the student to class. Please contact DEMS for further information.

- All students and ND EMS personnel must adhere to the National Registry Felony Policy in addition to DEMS policy in order to be eligible or maintain National Registry certification. **Refer to Appendix G for National Registry Felony Policy**
- An EMS registration form **MUST BE COMPLETED** as soon as the student begins the class. DEMS will assign a 6 digit state identification number to the student once registration is received.
- A student must meet the physical requirements of being an EMT and be able to perform all skills required.
- The student must be able to attend all classes as scheduled by the course coordinator.
- The student must be able to read and write the English language and communicate effectively.
- AEMT students **MUST** be either a State EMT or Nationally Registered EMT prior to attending class or clinical rotations at the advanced level.
- Any test result, cognitive or practical, is valid for a period of 12 months from the date of successful completion of the exam.
- A candidate has 2 years from the date of course completion to complete all testing requirements. After this deadline has occurred, the candidate will be required to attend another entire course.

## **COURSE MANAGEMENT & ADMINISTRATION**

### **COURSE COORDINATOR:**

The course coordinator is responsible for assuring that the material covered by instructors, whether guest or primary, is within the Core Curricula. The course coordinator is also responsible for submission of all paperwork and signatures. The course coordinator must be a licensed instructor/coordinator through DEMS.

### **PRIMARY INSTRUCTOR:**

The primary instructor is the main instructor of the course and must instruct at least 50% of the didactic portion of the class and be currently licensed as an EMS instructor/coordinator.

**It is important to note, as the instructor, YOU are responsible for ensuring student competency prior to verifying course completion. You will not do anyone any favors by allowing incompetent EMS providers into the field!**

### **THE NREMT EXAM IS NOT TO BE USED AS A FINAL EXAM FOR YOUR COURSE!**

It is the responsibility of the course coordinator to provide certificates of completion for each student who successfully completed the course.

Course fees are not controlled by DEMS. Each individual training program dictates their own course fees.

DEMS does not request copies of records and grades on a regular basis, however, they do reserve the right to take possession of all course/student records should the department see the need to do so. An instructor/coordinator is required to keep records (for a minimum of three years) of:

- Name and address for each student enrolled in an emergency medical services course
- Grades for each written examination
- Copies of each student's documentation of entrance requirements to each course, including a copy of the individual's cardiopulmonary resuscitation certification and criminal history statement
- Field internship student evaluation forms from each field or clinical internship session. The form must include the evaluator's printed name, contact information, and signature (These forms are not supplied by DEMS)

For self-protection and consistency, it is strongly encouraged that a written handbook detailing course rules, grading policies, payment plans, etc. be created by the instructor/coordinator.

Please send the course material to:

North Dakota Department of Health  
Division of Emergency Medical Systems  
1720 Burlington Drive  
Bismarck, ND 58504  
Phone: 701-328-2388  
Fax: 701-328-0357  
[DEMS@nd.gov](mailto:DEMS@nd.gov)

Please direct any questions on training to:

Kerry Krikava NR-Paramedic  
EMS System Coordinator  
ND Department of Health  
Division of Emergency Medical Systems  
[klkrikava@nd.gov](mailto:klkrikava@nd.gov)  
Office: 701-328-4523  
Fax: 701-328-0357

**Most forms are available on our website:**

<http://www.ndhealth.gov/EMS>

**Many of your NREMT questions can be answered at:**

[www.nremt.org](http://www.nremt.org)